

## **HUMAN RESOURCES MANAGER**

### **DEFINITION**

Under general direction, to plan, organize, direct, supervise and administer the activities of the Human Resources division within the Administrative Services Department; to provide highly complex staff assistance to the Director of Administrative Services and others, and to perform related work as required.

### **CLASS CHARACTERISTICS**

This is a single-position classification. The incumbent reports to the Director of Administrative Services and has responsibility for providing daily supervision to Human Resources staff.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Plans, organizes and supervises the activities of professional, technical and clerical staff in the Human Resources division
- Participates in the development and administration of the department budget
- Interprets and applies provisions of laws, rules and regulations related to human resources matters
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates Human Resources activities with other divisions, departments, governmental agencies and outside organizations
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Participates in Administrative Services management meetings and works with managers and staff to resolve policy, procedural or operational issues
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Attends and/or makes presentations as council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

### **QUALIFICATIONS**

**Knowledge of**

- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing human resources and labor relations activities
- Principles, practices and techniques of public human resources management, including recruitment, selection, classification, compensation and labor relations
- Contemporary trends and practices of human resources operations

**Skill in**

- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Human Resources division
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Coordinating division activities with other City departments and agencies as required
- Establishing and maintaining a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs
- Administering labor relations agreements fairly and effectively
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to program activities
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in human resources administration, public or business administration, or a closely related field AND five years of increasingly responsible, recent experience in human resources management including at least four years in a supervisory or senior administrative capacity.

**LICENSES AND CERTIFICATES**

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.